

**The Hong Kong Chartered Governance Institute
Instruction for Online Student Ambassadors Programme Application**

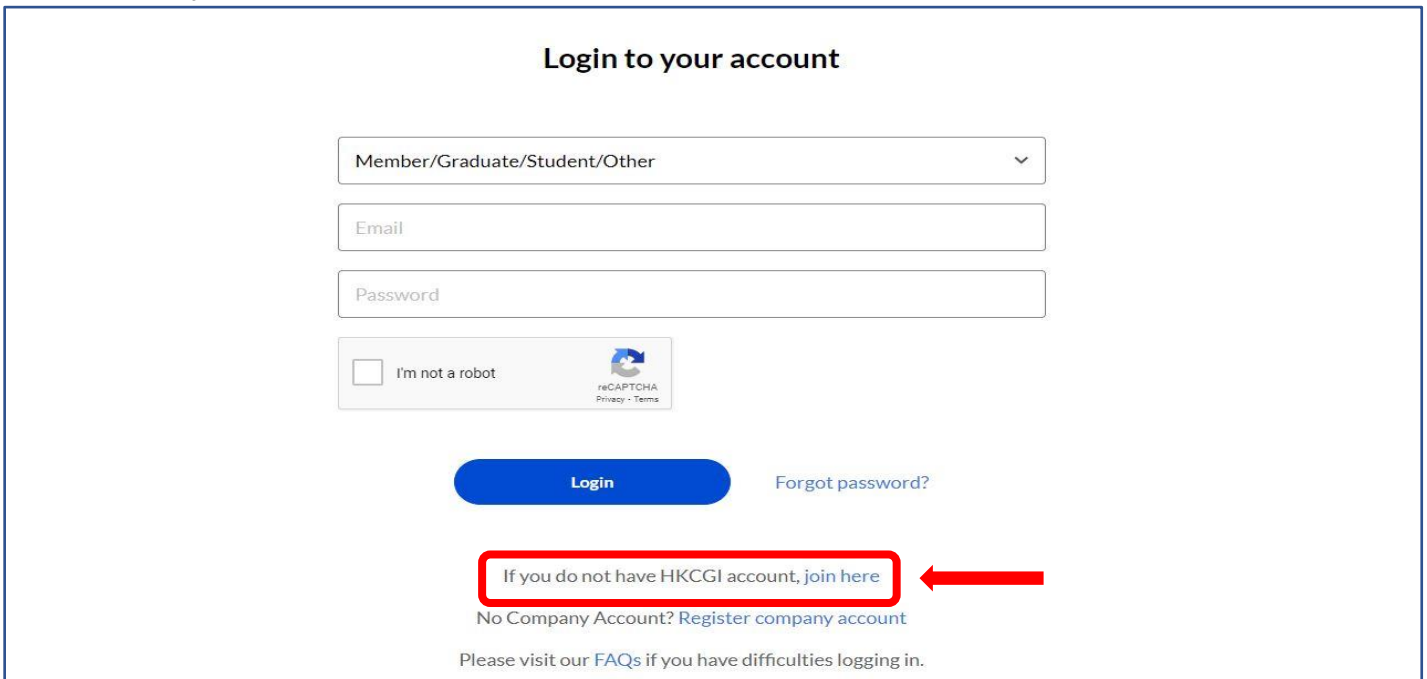
A. Registration for Public User Account

Applicant must register a public account before accessing the Institute’s online application system for the first time. You are encouraged to update your web browser to the latest version for a smooth online application.

Step 1 – Go to the Institute’s website (hkcgi.org.hk) and click “Login” at the top right corner.



Step 2 – Click “join here”



Step 3 – Enter your personal particulars. Check the box to declare that you have read and fully understood the Terms and Conditions and Statement of Collection on Personal Data. Press “Submit” to proceed.

Mandatory fields

General Information	
*Email	<input type="text"/>
*Password	<input type="password"/>
*Re-confirm Password	<input type="password"/>
	The password must contain a minimum of eight (8) characters and include: <ul style="list-style-type: none">- at least one number, and- a mix of upper case and lower case characters
Title	<input type="text"/>
*Surname	<input type="text"/>
*Other Name	<input type="text"/>
Surname (in Chinese)	<input type="text"/>
Other Name (in Chinese)	<input type="text"/>
*Company Name	<input type="text"/>
*Job Title	<input type="text"/>

Mail Info

Country/ Region	<input type="text"/>
Area	<input type="text"/>
District	<input type="text"/>
Street	<input type="text"/>
Estate	<input type="text"/>
Building	<input type="text"/>
Flat, Floor	<input type="text"/>
Secondary Address (Ⓜ)	<input type="checkbox"/>

Contact

Phone	<input type="text"/>	Ext <input type="text"/>
*Mobile (SMS notification for urgent notice)	<input type="text"/>	

Setting

*I agree to subscribe to HKCGI communications	<input type="radio"/> Yes <input type="radio"/> No
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Web Account Registration Terms & Conditions:

- You must provide your current, complete and accurate information as required. A designated HKCGI number will be assigned to you after successful registration.
- You are responsible for informing us of any changes to the information you have provided. You may access and update your information in your registered account profile.
- In the event that your account has no activity for a period of three years, HKCGI may deactivate your account without further notice.
- All terms and conditions are subject to change without prior notice. The decision of HKCGI is final and conclusive.

I declare that I have read and fully understood the Terms & Conditions and [Statement on collection of Personal Data](#).

A valid email address must be provided in order to receive the latest update from the institute.

Enter 'Unemployed' for the Company Name and Job title.

Step 4 – Check if your information provided are correct. Press “Cancel” to edit your information or press “Confirm” to proceed.

General Information	
Email	[REDACTED]
Title	[REDACTED]
Surname	[REDACTED]
Other Name	[REDACTED]
Surname (in Chinese)	[REDACTED]
Other Name (in Chinese)	[REDACTED]
Company Name	[REDACTED]
Job Title	[REDACTED]
Mail Info	
Country/ Region	[REDACTED]
Area	[REDACTED]
District	[REDACTED]
Street	[REDACTED]
Estate	[REDACTED]
Building	[REDACTED]
Flat, Floor	[REDACTED]
Contact	
Phone	
Mobile	[REDACTED]
Setting	
Subscribe HKCGI communications	<input type="checkbox"/>
	<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>

Step 5 – Upon successful submission, an activation message of your user account will be sent to your correspondence email. Click the link in the email to activate your user account.

System Message

Thank you for your submission. An activation email will be sent to your registered email address, please follow the instruction to activate your account.

Step 6 – After activating your user account, you will be directed to the below page. Click “Login” again with your email and password.



Better Governance. Better Future.



- About Us
- Membership
- Studentship
- Professional Development
- Thought Leadership
- Resources
- News & Events
- FAQs

Step 7 – Click your name at the top left-hand corner.

Your name

Step 8 – On the left side of the menu, click “Student Ambassadors Programme” then click “Application for Student Ambassadors Programme” and you will be directed to the online application system. You can also refer to the “SAP Application Guideline” when filling the online application.

View Profile

Profile of [REDACTED]	
Membership/Graduateship/Student/Public ID No.	[REDACTED]
Title	[REDACTED]
Surname	[REDACTED]
Other Name	[REDACTED]
Email	[REDACTED]
Phone	
Mobile	[REDACTED]
Country/ Region	[REDACTED]
Area	[REDACTED]
District	[REDACTED]
Street	
Estate	
Block/Building	
Flat, Floor	
Direct Marketing	[REDACTED]

[Edit](#)

B. Online Application for Student Ambassadors Programme (SAP)

Step 1 – Enter your personal particulars. All are mandatory fields. Press “Save and Next” to proceed.

Application for Student Ambassadors Programme

Section 1 - Personal Particulars

Please enter your name which should be the same as stated in the identification document

Apply Date	2022-09-02
Form Expiry Date	2022-09-09
Title	<input type="text"/>
Name in English #	<input type="text"/> <input type="text"/>
English Name (e.g. Tony)	<input type="text"/>
Name in Chinese (if applicable) #	<input type="text"/> <input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

Applicant must complete and submit this application together with the student card copy and registration fee within 7 days.

Residential Address


Country/ Region	Hong Kong
Area	<input type="text"/>
District	<input type="text"/>
Street	<input type="text"/>
Estate	<input type="text"/>
Block/Building	<input type="text"/>
Flat, Floor	<input type="text"/>

Save and Next

Step 2 – Enter your study details in Section 2. Press “Save and Next” to proceed.

Application for Student Ambassadors Programme

Section 2 - Study Details

University	<input type="text" value="-- Please select --"/>
Programme	<input type="text"/>
Year of study in September 2022	<input type="text" value="1"/>
Is it your final year in September 2022?	<input type="radio"/> Yes <input type="radio"/> No
Student card (in jpg/png/pdf format)	<input type="button" value="Choose File"/> No file chosen 

Upload the student card in jpg/png/pdf format.

Step 3 – Complete the survey in Section 3.

If you would like to join the SAP Mentorship Programme, please complete the questions. The Institute will consider your answers and reserves the right of the final decision on the SAP mentorship programme application.

If you would not like to join the SAP Mentorship Programme, press “Save and Next” to proceed.

Step 4 – Check the box to confirm that you have read, fully understood and agreed the Terms and Conditions. Indicate your intention of the use of Personal Data related to Direct Marketing.

Application for Student Ambassadors Programme

Section 4 - Declaration

Terms and Conditions

i. All properly completed enrolment applications, with necessary payment tender for paid events, constitute offers, and will normally, but at the discretion of The Hong Kong Chartered Governance Institute ("HKCGI") subject always to the terms and conditions set out herein.


ii. Involvement criteria: HKCGI reserves all rights to select student ambassadors and the opportunities for their involvement in the SAP activities such as mentorship, internship and training. Their participation and attitude in attending the SAP activities and events are key benchmarks of the selection criteria.

iii. HKCGI's confirmation constitutes acceptance and NO REFUND/CANCELLATION/SUBSTITUTION will be entertained unless otherwise set out herein.

iv. Annual renewal: Student ambassadors are required to attend at least two SAP activities per academic year in order for their registration to be renewed each year.


v. There may be photography, filming and sound recording. By participating in the relevant HKCGI event, you consent to being photographed, filmed or otherwise recorded, and further consent to your images and recordings (which may include your images and sounds) being used by HKCGI in promotional materials, in addition to other usages under the Statement on Collection of Personal Data.

vi. All terms and conditions are subject to change without prior notice. HKCGI reserves the right to interpret the terms and conditions as stated herein.

I hereby declare that I have read, fully understood and agreed the above Terms and Conditions. 

Use of Personal Data related to Direct Marketing

I authorise the Institute to use my personal data to keep me informed of the latest updates and promotional materials through the communication channels, such as direct-mail, email, SMS, WhatsApp and mobile phone, by using my personal data.

Please check this button to give your consent
 Please check this button to indicate your objection } 

Step 5 – Check and ensure that all the information provided are complete and accurate.

Application for Student Ambassadors Programme

Preview

Step 6 – Pay the SAP registration fee of **HK\$120** to the Institute before submitting your application. Online payment can be made by American Express/Visa/Master credit card.

Step 7 – Upon successful settlement, a system message will be shown on the screen. Secretariat will contact you if supplementary information is required.

Should you have any enquiries, please contact Education and Examination Section at 2881 6177 or email to student@hkcgi.org.hk.